

# **Apprenticeship - UK & Ireland**

## **FUNCTION: Level 3 Digital & Business Administration**

### **Your Future Employer**

Unilever is one of the world's leading suppliers of Food, Home, and Personal Care products with sales in over 190 countries and reaching 3.4 billion consumers daily. Founded in Port Sunlight (Wirral) in 1929 by Lord Lever, Unilever has more than 400 brands found in homes around the world, including Dove, TRESemmé, Lynx, Lifebuoy, Shea Moisture, Persil, Domestos, Ben & Jerry's, Magnum, Marmite, The Vegetarian Butcher, Graze, Vaseline, Sure, Wall's, Colman's and Pot Noodle.

Faced with the challenge of climate change and the desire for human development, we want to move towards a world where everyone can live well and within the natural limits of the planet. That's why our purpose is 'to make sustainable living commonplace'.

### **What is the job?**

Why not accelerate your career with a Business & Technology apprenticeship at Unilever? Working in a diverse, global business, you'll gain invaluable work experience helping world-class brands in areas such as Customer Development, Finance, Marketing and Supply Chain.

Working under the guidance of a dedicated line manager, you will gain the technical knowledge and skills you need to succeed through a combination of real, practical experience and formal training. You can expect on-the-job training, formal development opportunities and dedicated mentoring.

### **What could your day-to-day role look like?**

Our mini-MBA focuses on the development and improvement of a range of business services, as well as providing an introduction to project management. Over the course of the programme, you will learn the important knowledge, skills and behaviours you need to know to be successful in the workplace.

### **What support will you receive during your apprenticeship?**

Your line manager will develop an induction plan to ensure you're equipped with the foundations to get started. They'll provide an environment in which you can thrive and will provide ongoing support throughout your apprenticeship. They will carefully construct bespoke goals for you to work towards. You can expect regular one-to-one meetings with your line manager where you'll receive coaching and guidance.

- You'll have the opportunity to build a vast network of stakeholders from across the business who you'll be able to learn from and will encourage you on your apprenticeship journey.

- We offer a multitude of leading learning and development opportunities covering a huge array of topics delivered via in-person training courses and online portals.

### **What can Unilever offer YOU?**

- A Competitive Salary of £17,401
- A discounted staff shop
- Subsidised Gym Memberships
- 25 days of holiday allowance

Diversity at Unilever is about championing inclusion, embracing differences, creating possibilities, and growing with one another for better business performance. To celebrate this, we have internal networks and communities created to raise awareness for a cause, which work to create change within the business. These networks include Proud, Empower, Enable and Unity and our communities include Thriving Parents, Carers, and All Inclusion Club.

We give full and fair consideration to all applicants, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We are a key advocate of well-being and offer a variety of resources for our people including hubs, programmes, and development opportunities. We strive to achieve a family-friendly and inclusive workplace and to, above all, create possibilities for all.

### **Duration**

Between 1 year and 3 months to 1 year and 6 months

### **Requirements**

Have or are predicted a minimum of 5 GCSEs including English Language and Maths at grade 4 or above.

### **Locations Available**

Hybrid working with a minimum of 2 days required weekly at our Kingston or London Blackfriars office.

### **Application Process:**

Stage 1 - Complete the online application form and tell us about your motivation for choosing Unilever and your selected apprenticeship programme.

Stage 2 - Situational Judgment Test, which gives you realistic, hypothetical scenarios where you will be asked to identify the most appropriate response. You will also have a numerical and verbal reasoning test at this point.

Stage 3 – In-Person Discovery Centre, immersing yourself in business challenges, and an interview.

### **Discovery Centres:**

Our Discovery Centres will be taking place on the week commencing the 24<sup>th</sup> of February 2025 at our Kingston offices.

### **Closing date:**

We will be closing our applications on the 3<sup>rd</sup> of February 2025 however, if we receive enough applications for the business area before this, applications will close accordingly. We, therefore, advise you to apply as early as possible to avoid disappointment.

If you have any questions about your application or if you require any reasonable adjustments to be made to complete any part of the application process, please contact the Future Careers Team. If you would like to discuss any mitigating circumstances before making an application, please also contact the team using the following contact details:

Phone: 020 3650 2304 or e-mail: [futurecareers.recruitment@unilever.com](mailto:futurecareers.recruitment@unilever.com).

### **Recruitment Fraud**

Cybercriminals advertise fake job adverts with prestigious employers as a way of stealing information or even defrauding individuals out of money. In the most sophisticated cases, they will set up fake websites, which have a similar address to companies like Unilever. They even conduct fake telephone interviews and then offer candidates a role with the proviso they pay a fee for background checks or to cover work visa costs. These types of attacks are becoming more common as more people are looking for employment in the economic climate.

### **How is Unilever tackling this?**

Many of Unilever's recruitment sites publish a warning to candidates about recruitment fraud. The Cyber Security team also proactively scans for signs of people setting up fake Unilever sites and acts to close them down.

What can I do?

If you become aware of potential recruitment fraud, spot fake Unilever recruitment adverts or fake LinkedIn profiles, report them via Una Live Chat.

Unilever does not accept responsibility or liability for any candidates who are financially impacted by recruitment fraud. Your vigilance is key!